

FALL 2004 SHBP OPEN ENROLLMENT MILESTONE CHART for State Employers

Note: If the event is underlined, you should be accomplishing the event.

<u>PROJECTED DATE</u>	<u>EVENT</u>
August 27	Heads Up paycheck message to employees paid through the State Centralized Payroll Unit announcing Open Enrollment to start October 1, 2004.
September 10	Second Open Enrollment paycheck message to employees paid through State Centralized Payroll.
Late-September	<i>SHBP Health Capsule</i> newsletter shipped to State universities, colleges, authorities and commissions.
September 24	Third Open Enrollment paycheck message to employees paid through State Centralized Payroll. <u>2004 Health and Dental Rate Charts and Health Capsule</u> newsletter distributed with payroll. State universities, colleges, authorities and commissions should <u>distribute the 2004 Health and Dental Rate Charts and Health Capsule newsletter</u> to their employees.
October 1	<u>Open Enrollment Begins.</u>
October 8	Open Enrollment “reminder” paycheck message to employees paid through State Centralized Payroll.
October 22	Open Enrollment “last chance” paycheck message to employees paid through State Centralized Payroll.
November 1	<u>Open Enrollment Ends.</u>
November 8	<u>Employer certified applications due at the Health Benefits Bureau.</u>
December 11	<u>Begin required deductions for employees paid through Centralized Payroll (start of pay period #27 – check date December 24).</u>
December 25	Open Enrollment changes effective for State employees paid through State Centralized Payroll.
January 1, 2005	Open Enrollment changes effective for all other State employees.